

CLASS SPECIFICATION
County of Fairfax, Virginia

<u>CLASS CODE:</u> 6720	<u>TITLE:</u> BUILDING SUPERVISOR III	<u>GRADE:</u> S-19
<u>CLASS CODE:</u> 6721	<u>TITLE:</u> BUILDING SUPERVISOR II	<u>GRADE:</u> S-18
<u>CLASS CODE:</u> 6722	<u>TITLE:</u> BUILDING SUPERVISOR I	<u>GRADE:</u> S-14

DEFINITION:

Under direction, to be responsible for and to participate in the general cleaning, upkeep, operation, and security of a school plant; and to do related work as required. The three levels of responsibility are distinguished from one another as follows:

BUILDING SUPERVISOR III - responsibility for a large plant having 200,000 - 400,000 square feet of floor space.

BUILDING SUPERVISOR II - responsibility for a medium-sized plant having 90,000 - 200,000 square feet of floor space.

BUILDING SUPERVISOR I - responsibility for a small plant having up to 90,000 square feet of floor space.

ILLUSTRATIVE DUTIES:

Plans, assigns, supervises, and assists in the work of a group of custodial personnel;
Instructs subordinates and sets expected levels of performance in cleaning, building and grounds maintenance, proper use of equipment, materials, and supplies and other routines;
Establishes work schedules;
Motivates employees to operate as an effective working unit;
Schedules and approves leave;
Counsels employees and adjusts informal complaints and grievances through discussion;
Reports on employees' work hours and performance;
Initiates disciplinary action as needed;
Makes daily inspections to insure that prescribed standards are maintained with respect to plant, equipment, property, and grounds;
Requisitions and distributes equipment, materials, and supplies;
Performs and/or sees that preventive maintenance, adjustments, and minor repairs are performed;
Supervises and participates in the snow removal program;
Insures that proper safety and security precautions are observed;
Works with school and community groups which utilize the building.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of methods, materials, and practices used in custodial work, and in the proper use and care of equipment;

Working knowledge of the safe and efficient procedures for operating central heating plants and the ability to make minor adjustments and service repairs to the equipment;

Ability to train, assign, supervise, and inspect the work of subordinates;

Ability to maintain records and prepare routine reports;

Ability to maintain good relationships with school personnel, students, and the general public.

EMPLOYMENT STANDARDS:

Completion of the tenth grade and experience of increasing responsibility as follows; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities:

- III - Three years of experience in the supervision of building service personnel, preferably including one or more years or experience at the level of a building supervisor II.
- II - Two years of experience in the supervision of building service personnel.
- I - Three years of experience in public building custodial work.